



InterOffice Memorandum

Subject: Company Protocol - Covid 19 Mitigation

To All Staff and Guests: The following are strictly enforced in line with Department of Public Health and Social Services Guidelines regarding Covid 19 Mitigation

A. Office Setting

1. Office capacity limited to 20%. Other non-essential employees are to telework if necessary.
2. Office provided with disinfectants, temperature checking device, surgical masks, face shields and other face covers for use by employees and guests.
3. Facemasks, face covers and/or faceshields worn in office at all times.
4. Office closed to the public and/or by appointment only if necessary.
5. Employees are to use disinfectant after use of shared office equipment (copier, etc.) or toilet.
6. Social distancing strictly enforced.
7. Use of separate workstations so that there exists separation of more than 6ft apart and/or provided with fixed partitions.
8. Disinfect entire office beginning and end of the day especially when persons other than office employees were in the office.
9. No meetings or conferences allowed in the office. All meetings are through virtual/video conference only.
10. Employees to wash hands frequently with soap and water.
11. No congregating allowed.
12. Facemasks, temperature check, use of disinfectant and social distancing for all guests.
13. No physical contacts, no handshakes or fist bumps.

B. Field/outdoor Operation

1. Employees to wash hands frequently with soap and water.
2. No congregating allowed.
3. Employees to use separate cars travelling to and from fieldwork or work outdoors outside of office (inspections, etc.).
4. Employees working outdoors and away from the office are to telework for the rest of the day unless had thoroughly washout, shower, disinfect, changeout and sanitize before returning to the office.
5. Cars provided with disinfectant.
6. Adhere to respective facilities, buildings, etc. protocols whenever and wherever other than office or residence.
7. No physical contacts, no handshakes or fist bumps.
8. Use facemask, faceshield or facecover at all times.

C. Miscellaneous

1. No one allowed to travel off island of Guam until current health emergency is lifted/cleared.
2. Travel only allowed from home to work to home except for field inspections, medical, gas needs and groceries during work days.
3. Stay home and call office if feeling sick with COVID 19 like symptoms (e.g., flu, vomit, nausea, cough, pneumonia, etc.).
4. Adhere to other guidelines as provided and/or announced by DPHSS and/or CDC.

Please be advised accordingly.

Sincerely,

Ascencio R. Vicente, P.E.
President